



ILLINOIS

George H. Ryan, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Stephen B. Schnorf, Director

## MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *F.C.*  
Bureau of Communication and Computer Services

DATE: November 18, 2002

SUBJECT: Audioconferencing Training Session

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The Central Management Services (CMS) Division of Telecommunications is providing training on the advanced features offered through the state's audioconferencing contract. The training session will include user instructions and will highlight the advantages of features such as ConferenceNow, Web Conferencing, Place Ware and WebEx.

CMS will present advanced features audioconferencing training on:

**Wednesday, December 4, 2002**  
**2 p.m. to 4 p.m.**  
**Capital City Center**  
**Room 203**  
**130 West Mason Street**  
**Springfield, Illinois**

Please register for this training prior to November 29, 2002, by contacting Sarah Zervas at (217) 524-2159 or by e-mail at [sarah\\_zervas@cms.state.il.us](mailto:sarah_zervas@cms.state.il.us).